



EMPLOYMENT OPPORTUNITY ASSOCIATED STUDENTS INC. SACRAMENTO STATE

Aquatic Center Dock Master and Customer Service Representative

Position Summary: The Dock Master shall handle the daily outdoor customer service operations of the Aquatic Center. Primary areas of responsibility are water safety on the docks, customer service, room and facility set-up, cleaning, facility support and opening and closing duties.

Start Date: Upon Hire
Time Base: Part-Time
Application Deadline: Open until position is filled
Compensation: \$14.00

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist customers in boat launch, with the right equipment, properly fitted PFD's, and helpful instructional pointers for basic boating Safety
- Facility/room set up and clean-up.
- Provide appropriate assistance to customers, vendors, officials and staff.
- Keep equipment and facility clean including basic janitorial work. Inspect equipment for damage to ensure safety.
- Open the facility, including but not limited to setting up equipment for daily use and facility maintenance. Complete opening reports.
- Close the facility, including but not limited to putting away all equipment, locking doors and setting alarm. Complete closing reports.
- Provide support for a variety of special events.
- Other duties may be assigned.

CORE COMPETENCIES:

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions

MINIMUM QUALIFICATIONS:

- C.P.R., First Aid, Lifeguard Training or Equivalent Red Cross Water Safety Class and California Boating Safety Certificate
- Ability to lift and move up to 50 pounds
- Be checked-out to operate Safety launches on Lake Natoma
- Current Class C Driver's License and be able to drive an Aquatic Center vehicle, for gas runs and ice
- Ability to work evenings and weekends

- Must be able to work in a variety of weather conditions and be prepared for both heat and cold
- Walking and climbing; lifting and carrying heavy objects; bending and stooping continually and for extended periods of time
- Ability to pass background check and drug screen

PREFERRED QUALIFICATIONS:

- Aquatic/boating knowledge (having successfully passed sailing, windsurfing, and rowing classes or equivalent)
- Know how to tie appropriate knots to secure boats to docks
- Be water safe to work on the docks

All Aquatic Center Staff must sign a Code of Conduct and Dress Code Agreement

Background Checks

If offered a position, a background check may be completed if the position for which you have applied requires it. **Note:** No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

How to Apply

Interested Applicants must complete an application, provide a resume and cover letter. Online applications are available at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>

Paper applications can be found at <http://www.asi.csus.edu/wp-content/uploads/2018/01/ASI-Employment-Application-Jan2018-basic.pdf> and sent to :

By mail

Aquatic Center
1901 Hazel Ave
Gold River, CA 95670

By Fax or Email

Aquatic Center
Fax: 916-278-1105

Or in person

Aquatic Center
1901 Hazel Ave
Gold River, CA 95670

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

Associated Students is an Equal Opportunity employer.

www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at www.csus.edu/police/cleryact.htm.
<http://www.csus.edu/police/cleryact.htm>